

DDA Registry
File Security - 4

Classification Authorities and Responsibilities

John F. Blake
Deputy Director for Administration
Room 7D-24, Headquarters

DDA 76-1936

16 April 1976

STAT

Director of Central
Intelligence

Sir:

Based on my transmittal to you of 5 April concerning classifying documents, you raised two additional questions. The answers are found at attachment.

/s/ John F. Blake

John F. Blake

Att

Orig - DCI w/Att
1 - ER w/Att
~~1 - DDA Subject~~
1 - DDA Chrono
1 - JFB Chrono
1 - D/OS Security

DD/A:JFBBlake:der (16 April 1976)

CLASSIFICATION
AUTHORITIES AND RESPONSIBILITIES

STATINTL

1. How are people selected who can classify?

In 1972 certain positions within the Agency were identified as requiring classification authority. A listing was compiled and computerized in the Position Control Register. There have been changes made in this system since 1972 and employees who are assigned to one of the designated positions who de facto do not need classification authority, are not so designated. As of 15 April 1976 there are [] positions listed on the Position Control Register requiring classification authority and there are only [] Agency employees who, in fact, have been given classification authority.

When an employee requires Secret or Confidential classification authority the formal request is submitted on a Request for a Personnel Action Form on which there is a special section relative to this need. The authority is automatically revoked upon his reassignment. Only the DCI can authorize and revoke Top Secret authority and this is done by memorandum except for officers assigned as Chiefs of Stations

2. Are they instructed not to overclassify?

The attached Interagency Classification Review Committee publication is to be given to persons who receive classification authority. Some offices give their classifiers additional briefings and copies of the Executive Order, but this is not a universal practice.

The DDA Classification Officer is presently developing training aids on classification requirements within E.O. 11652 which are to be used in applicable OTR courses.

OS 6 1433-A

DD/A 76-1859

DD/A Registry

File Security-4

13 April 1976

MEMORANDUM FOR: Director of Security

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Classification Authorities and Responsibilities

Bob:

Please note the Director's comments below my name on the attached pink Routing and Record Sheet of 5 April. I would appreciate an expeditious reply to his request for information. Also attached is a recent report quantifying the number of authorized classifying officers in the Agency. You might find it helpful.

STATINTL

John F. Blake

Att: DD/A 76-1695 Memo to DCI fr DDA; dtd 5 April
Same Subject

Distribution:

Orig - D/OS w/Orig Att

1 - DDA Subject w/cy Att

1 - DDA Chrono w/o Att

1 - JFB Chrono w/o Att

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Executive Registry

Classification Authorities and Responsibilities

76-6958/2

FROM: John F. Blake
Deputy Director for Administration
Room 7D-24, Headquarters

EXTENSION

NO.

DDA 76-1695

DATE

5 April 1976

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director
7D-5607

12/1/76

Sir:

Upon your return from your European trip, I was given the following note from you by [redacted]

STATINTL

"I need a short paper on classification."

1. "Who can classify?"
2. "Who can declassify?"
3. "Does DCI have special responsibilities?"

I believe you will find the attached memorandum responsive to your questions.

STATINTL

John F. Blake

Att

Executive Registry

76-6958/3

Helpful!
How are people selected who can try classifying - are they instructed not to over-classify?

12 APR 1976

DD/A Registry

File Security 4

Classification Authorities and Responsibilities

John F. Blake
Deputy Director for Administration
Room 7D-24, Headquarters

DDA 76-1695

5 April 1976

STAT

Director
7D-5607

STATINTL

Sir:

Upon your return from your European trip, I was given the following note from you by [redacted]

"I need a short paper on classification."

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I believe you will find the attached memorandum responsive to your questions.

Signed: John F. Blake

John F. Blake

Att

Att: Blind Memo fro D/OS to DD/A; Same Subject

Distribution:

Orig - DCI
1 - DDCI
1 - ER
1 - DD/A Subject
1 - DD/A Chrono
1 - JFB Chrono

DD/A:JFBBlake:der (5 April 1976)

1. WHO CAN CLASSIFY?

Under Executive Order 11652 the heads of twelve Executive Branch departments are empowered to classify information as Top Secret and below and to delegate classification authority in writing to subordinates. The heads of thirteen additional Executive Branch departments are given authority under the Executive Order to classify information as Secret and below and to delegate this authority to subordinates.

STATINTL

Headquarters Regulation [] implements Executive Order 11652 within the Agency. It limits classification authority to the DCI and to those subordinates to whom he delegates the authority in writing. On the quarter ending 31 December 1975, there were [] officers within the Agency who could classify information as Top Secret, [] who could classify information as Secret and 63 who could classify information as Confidential.

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STATINTL

2. WHO CAN DECLASSIFY?

Under Headquarters Regulation [] those authorized to declassify are limited to the original classifier, his successor, supervisor, or authorized subordinate. Executive Order 11652 permits a declassification of information by an established time schedule. Certain categories of information, however, are excluded from automatic declassification under specific exemptions; i.e., protection of intelligence sources and methods.

3. DOES DCI HAVE SPECIAL RESPONSIBILITIES?

The DCI, under Executive Order 11652, is responsible for designating Agency Top Secret classifiers in writing. Within CIA, he holds authority to exempt material from automatic declassification after thirty years, if classification was accomplished after 1 June 1972. The DCI or DDA acts on recommended disciplinary action if an Agency employee makes unauthorized disclosure of classified information. The DCI, under provisions of Executive Order 11905, is directed to establish a vigorous program to implement declassification procedures outlined in Executive Order 11652.

OS 6 1433-A

DD/A 76-1587

29 March 1976

MEMORANDUM FOR: Director of Security

FROM : John F. Blake
Deputy Director for Administration

Bob:

1. I quote for you the following brief note from the Director:

- "I need a short paper on classification.
1) Who can classify? 2) Who can declassify?
3) Does DCI have special responsibilities?"

2. Please note that the Director has asked for a short paper. I would appreciate receiving your paper by Friday, 2 April.

Signed: John F. Blake

John F. Blake

Ref: DCI handwritten note, undated

Distribution:

Orig - D/OS

1 - DD/A Subject w/Ref

1 - DD/A Chrono w/o Ref

1 - JFB Chrono w/o Ref

DD/A:JFBlake:der (29 March 1976)

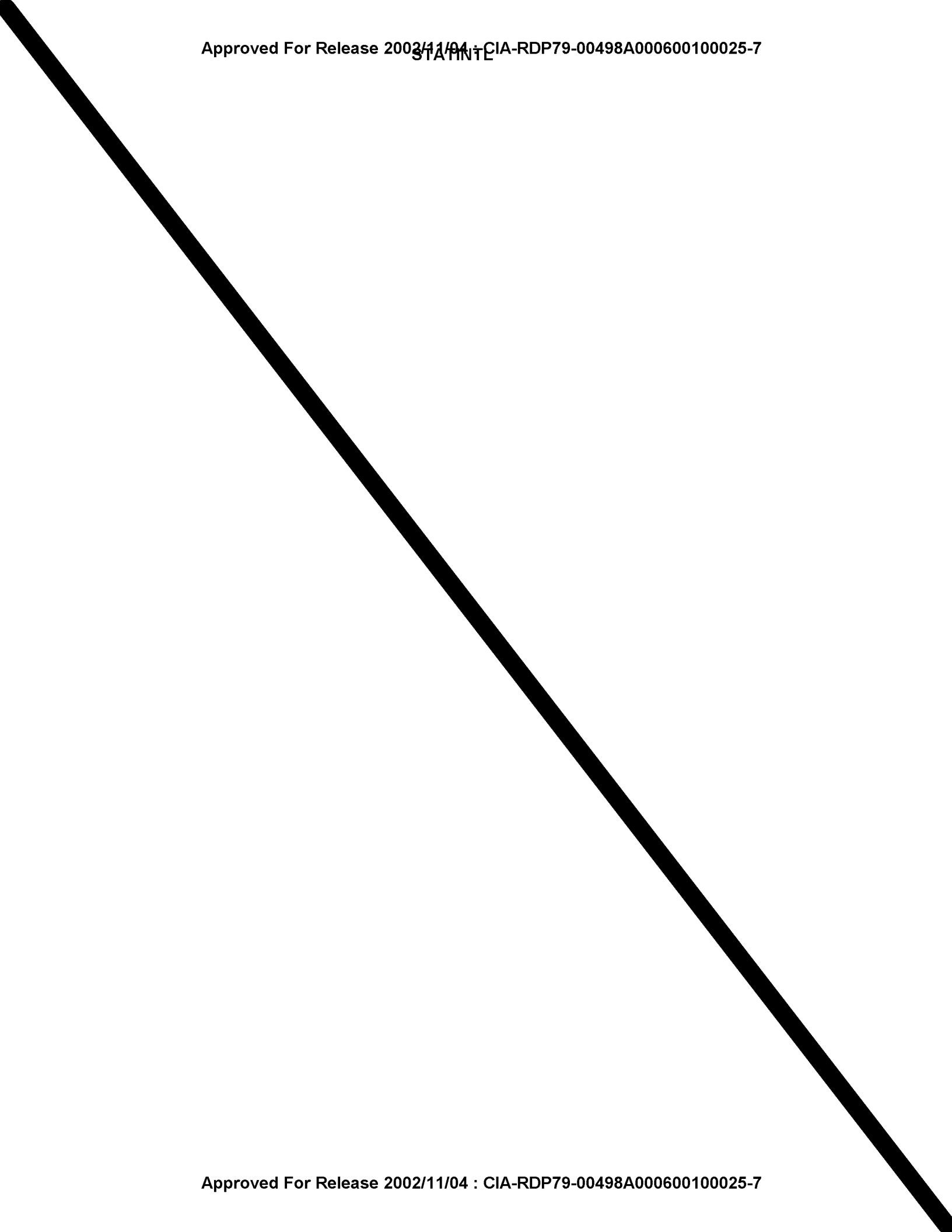
DAVE

I need a short
paper on classification

1. who can classify?
2. who can declassify?
3. does DCI have
special responsibilities

CSB

SECRET



STATINTL

STATINTL

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>Mr</i> [redacted]	8 APR 1976	<i>ell</i>
2			
3	<i>Mr</i> [redacted]	4/9	<i>B</i>
4	<i>EO- DDA</i>	12 APR 1976	<i>B</i>
5	<i>Mr. McMahon</i>	12 APR 1976	<i>z</i>
6	<i>Mr. Blake</i>		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: <i>3. After the last go-round perhaps Mr Blake might be interested in seeing the actual figures this quarter.</i>			
FOLD HERE TO RETURN TO SENDER			
[redacted]		AND PHONE NO.	DATE
[redacted]		[redacted]	4/7
UNCLASSIFIED		CONFIDENTIAL	SECRET

STATINTL

STAT

CLASSIFICATION
AUTHORITIES AND RESPONSIBILITIES1. How are people selected who can classify?

In 1972 certain positions within the Agency were identified as requiring classification authority. A listing was compiled and computerized in the Position Control Register. There have been changes made in this system since 1972 and employees who are assigned to one of the designated positions who de facto do not need classification authority, are not so designated. As of 15 April 1976 there are [] positions listed on the Position Control Register requiring classification authority and there are only [] Agency employees who, in fact, have been given classification authority.

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The attached Interagency Classification Review Committee publication is to be given to persons who receive classification authority. Some offices give their classifiers additional briefings and copies of the Executive Order, but this is not a universal practice.

The DDA Classification Officer is presently developing training aids on classification requirements within E.O. 11652 which are to be used in applicable OTR courses.

OS 6 1433-A

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Classification Authorities and Responsibilities

Executive Registry

76-62558/4

FROM: John F. Blake
Deputy Director for Administration
Room 7D-24, Headquarters

EXTENSION

NO.

DDA 76-1936

DATE

16 April 1976

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Director of Central Intelligence

21 APR 1976

[Handwritten mark]

Sir:

Based on my transmittal to you of 5 April concerning classifying documents, you raised two additional questions. The answers are found at attachment.

2.

3.

DDA

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STATINTL

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Att

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Orig - DCI w/Att
1 - ER w/Att

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YOUR

RESPONSIBILITIES

AS AN
AUTHORIZED
CLASSIFIER

When Classifying a Document

Unless specifically exempted, pursuant to one of the four exemption categories set forth in Section 5(B) of Executive Order 11652, by an official authorized to originally classify information or material TOP SECRET, classified information and material must be subject to the General Declassification Schedule (GDS). Alternatively, it may be designated for automatic declassification on a given event or on a date earlier than provided for in the GDS. This is called the Advance Declassification Schedule (ADS). The use of the exemption authority shall be kept to the absolute minimum consistent with national security requirements.

Proper marking of a classified document is important! Each classified document shall show on its face its classification and whether it is subject to the ADS or GDS or exempt from the GDS. Only authorized stamps, properly completed, may be used. If a document is stamped "Restricted Data" or "Formerly Restricted Data," such markings are, in themselves, evidence of exemption from the GDS. The face of the document shall also show the office of origin and the date of preparation

and classification. To the extent practicable, the body of the document should be marked to indicate which portions are classified and at what level and which portions are not classified in order to facilitate excerpting and other use. Material containing references to classified materials, which references do not reveal classified information, shall not be classified. Each classified document must also identify in some manner, in accordance with approved procedures, the individual at the highest level that authorized the classification. Where the individual who signs or otherwise authenticates a document has also authorized the classification, no further annotation as to his identity is required. Every authorized classifier should become thoroughly familiar with the proper marking requirements.

If the classifier has any substantial doubt as to which of the classified categories is appropriate, or as to whether the information or material should be classified at all, the least restrictive treatment should be used.

Special Responsibility To Protect

An authorized classifier or other holder of national security information or material shall observe and respect the classification assigned by the originator, giving it the strict protection required by its level of classification. If a holder believes that there is unnecessary classification, that the assigned classification is improper, or that the document is subject to de-

classification under Executive Order 11652, the holder shall so inform the originator, who shall thereupon reexamine the classification. Under no circumstances may a holder make an unauthorized release of national security information. There are provisions in the U.S. Criminal Code and other applicable statutes relating to penalties for such unauthorized disclosures.

Implementation and Review Responsibilities

The Interagency Classification Review Committee (ICRC) was established at the direction of the President to assist the National Security Council in monitoring the implementation of Executive Order 11652. The ICRC has extensive oversight responsibilities, which are outlined in the order and in the implementing National Security directive of May 17, 1972.

Within each department or agency, there is a departmental review committee that has responsibilities to act on all suggestions or complaints with respect to the individual department's administration of the order. Such suggestions or complaints may include those regarding over-classification, failure to declassify, or delay in declassifying not otherwise resolved.

Interagency Classification Review Committee
Washington, D.C. 20408

UNCLASSIFIED

☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☐ SECRET

Approved For Release 2002/11/04 : CIA-RDP79-00498A000600100025-7

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Executive Registry

Classification Authorities and Responsibilities

76-6958/2

FROM:

John F. Blake
Deputy Director for Administration
Room 7D-24, Headquarters

EXTENSION

NO.

DDA 76-1695

DATE

5 April 1976

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director
7D-5607

12/1/76

✓

STATINTL

Sir:

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"I need a short paper on classification."

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STATINTL

John F. Blake

Att

Executive Registry

76-6958/3

12 APR 1976

Helpful!
How are people selected who can classify?
Instructed not to over-classify?

FORM
3-62610 USE PREVIOUS
EDITIONS☐ SECRET☐ CONFIDENTIAL☐ INTERNAL
USE ONLY☐ UNCLASSIFIED

Approved For Release 2002/11/04 : CIA-RDP79-00498A000600100025-7

UNCLASSIFIED

INTERNAL
USE ONLY

CONFIDENTIAL

SECRET

Approved For Release 2002/11/04 : CIA-RDP79-00498A000600100025-7

SUBJECT: (Optional)

FROM: John F. Blake
Deputy Director for Administration

EXTENSION

NO.

23 Feb 76
Executive Registry

DATE

19 FEB 1976

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director

23/2/76

CN

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DDA

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DDA

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Tach
This won't
can do to cut
down on
over-classifying
or needless
classifying this
better. Let's
Dis us who says
calm down
CN
2/23/76

FORM
3-62

610

USE PREVIOUS
EDITIONS

SECRET

CONFIDENTIAL

INTERNAL
USE ONLY

UNCLASSIFIED

DDA 76-0790

STATINTL

19 FEB 1976

MEMORANDUM FOR: Director

FROM : Deputy Director for Administration

SUBJECT : National Security Classification
Authorities

Sir:

1. During your appearance on the Today show, the question of the number of people authorized to classify documents was raised with you in the context that this number is excessive. I thought you would be interested in knowing the facts on this subject as they relate to the Central Intelligence Agency, and I have attached some statistics reflecting the authorized CIA classifiers as of 31 December 1975.

2. Since September of 1972, the number of classifying officers in the Agency has been reduced by 32 percent. It is a goal of our overall classification management program to reduce the number of classifiers even further. Subordinates often classify material in the name of an authorized classifying official. This practice can lead to abuses and we are working toward procedures which will eliminate this problem.

Attachment: a/s

STATINTL

Approved For Release 2002/11/04 : CIA-RDP79-00498A000600100025-7

Approved For Release 2002/11/04 : CIA-RDP79-00498A000600100025-7